

**TOWN OF HUBBARDSTON, MASSACHUSETTS
REQUEST FOR PROPOSALS**

**REQUEST FOR PROPOSALS TO LEASE REAL
ESTATE**

April 28, 2021

Town of Hubbardston

7 Main Street

Hubbardston, Massachusetts 01452

TABLE OF CONTENTS

Page Number

General Information and Proposal Submission Requirements 3
3

Comparative Evaluation Criteria 6

Rule for Award 7

RFP Check List 7

ATTACHMENTS

Certificate of Non-Collusion 9

Tax Compliance Certificate 10

Certificate of Corporate Vote 11

Copy of Notice 12

Price Proposal Sheet 13

TOWN OF HUBBARDSTON
REQUEST FOR PROPOSALS TO
LEASE REAL ESTATE

The Select Board of the Town of Hubbardston seeks price proposals from landowners and/or real estate brokers who have property in the Town of Hubbardston, Massachusetts available for lease. The Town of Hubbardston is interested in leasing property for the Fire Department equipment and operations.

Deadline for submittal of proposals is June 10, 2021 at 2:00 p.m. and delivered to: Select Board, Town of Hubbardston, 7 Main Street, Hubbardston, MA 01452.

1. General Information and Proposal Submission Requirements:

The Fire Department desires to lease space to serve as a second fire station for emergency operations 24 hours a day, 365 days a year. During non-emergencies, the Fire Department will use the space for training, administration, storage, garaging fire vehicles, equipment repair, and motor vehicle repair.

General: Proposals will be accepted during business hours (9:00 a.m. to 4:00 p.m., Monday through Thursday) until the deadline of June 10, 2021 at 2:00 p.m. Proposals must be delivered to: Select Board, Town of Hubbardston, 7 Main Street, Hubbardston, MA 01452.

Non-Price Proposals Submitted in Separate Envelop: Qualified persons or firms are requested to submit proposals in a separate sealed envelope marked "REAL ESTATE NON-PRICE PROPOSAL" with the applicant's name and address on the front. Applicants should provide one (1) signed original proposal and two (2) copies. Fax or electronic submissions will not be accepted.

All non-price proposals must include a non-collusion form, tax compliance certificate, and (in the case of corporations) a certificate of corporate vote. All non-price proposals shall include a description of the property in accordance with the Comparative Evaluation Criteria (see section below). All proposals must be signed by an authorized individual(s).

Price Proposals Submitted in Separate Envelop: A complete and all-encompassing pricing proposal sheet is to be submitted in a separate sealed envelope marked "REAL ESTATE PRICE PROPOSAL". The pricing proposal sheet is to list and document any and all proposed charges for the project. Applicants should provide one (1) signed original proposal and two (2) copies. Fax or electronic submissions will not be accepted.

The Select Board is the awarding authority and reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; and to award contracts or to cancel this RFP if it is in the Town of Hubbardston's best interest to do so.

All sealed proposals must be received and registered by the Town Administrator's office by June 10, 2021 at 2:00 pm. All outer envelopes must be labeled as per above instructions and mailed or hand delivered to the following address:

Acting Town Administrator
7 Main Street
Hubbardston, MA 01452

No proposals will be accepted after the time and date noted. Late delivery of materials due to any type of delivery system shall be cause for rejection. If on the date and time of the submittal deadline the Town Hall is closed due to an uncontrolled event such as fire, snow, ice, wind or building evacuation, the submittal deadline will be postponed until 2:00 p.m. on the next normal business day.

This Request for Proposals is governed by the provisions of MGL Chapter 30B Section 16.

The contract will be awarded within subject to signing the lease agreement. Award of the contract is expressly contingent on the availability of funds.

If any changes are to be made to this Request for Proposals (RFP), an addendum will be issued. Addenda will be mailed or faxed to all interested parties on record as having picked up the RFP.

Questions: Questions concerning this RFP must be submitted in writing to: David Nixon, Acting Town Administrator, 7 Main Street, Hubbardston, MA 01452 before 4:00 p.m. on June 7, 2021. Questions may be delivered, mailed, faxed (413-586-5661), or emailed (admin@hubbardstonma.us). Written responses will be mailed or faxed to all proposers on record as having picked up the RFP.

Modifications: A proposer may correct, modify, or withdraw a proposal by written notice received by the Town prior to the time and date set for the proposal opening. Proposal modifications must be submitted in duplicate in a sealed envelope clearly labeled "Modification No. ____". Each modification must be numbered in sequence, and must reference the original RFP.

After the proposal opening, a proposer may not change any provision of the proposal in a manner prejudicial to the interests of the Town or fair competition. Minor informalities will be waived or the proposer will be allowed to correct them. If a mistake and the intended proposal are clearly evident on the face of the proposal document, then the mistake will be corrected to reflect the intended correct proposal, and the proposer will be notified in writing; the proposer may not withdraw the proposal. A proposer may withdraw a proposal if a mistake is clearly evident on the face of the proposal document, but the intended correct proposal is not similarly evident.

The proposer by making a proposal represents that the proposer has read and understands the RFP documents, and that the proposal is made in accordance therewith. By submitting a proposal, the proposer represents through his or her proposal that the contract documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the work of this contract.

The proposer shall carefully study and compare the RFP documents with each other, shall examine the site and local conditions, and shall at once report to the Town Administrator errors, inconsistencies, or ambiguities discovered.

The Town of Hubbardston retains the right to cancel this RFP, or to reject in whole or in part any and all proposals, and to waive any informalities in proposing, if the Town determines that cancellation or rejection serves the best interests of the Town.

All prices submitted in response to this RFP must remain firm until the purchase and sale agreement is signed, except that if Hubbardston voters do not appropriate funds, then the transaction shall be terminated.

Notice Concerning Unexpected Closures: If at the time of the scheduled proposal opening, Town Offices are closed due to uncontrolled events, such as fire, snow, ice, wind, or building evacuation, the proposal opening will be postponed until 2:00 p.m. on the next normal business day. Under these circumstances, the proposals shall be opened by the Town Administrator, or his designee. Proposers will be accepted until that date and time.

Authorized Parties: A proposal must be signed as follows: 1) if the proposer is an individual, by her/him personally; 2) if the proposer is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the proposer is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation and the corporate seal affixed.

Bonding Requirements:

Section 1: Performance Bond: There are no performance bond requirements.

Section 2: Payment Bond: There are no payment bond requirements.

RFP Deposit: There are no proposal deposit requirements.

RFP Evaluation: All proposers shall be evaluated by the Select Board, or its designee, and the Town Administrator. The RFP will be awarded by the Select Board.

Pricing: The proposal shall list an all-inclusive price for the lease of real estate.

2. Minimum Requirements:

The Town of Hubbardston Fire Department requires the following features:

- The space must have two bays for ambulanced services, with access to a public way.
- The space would include a kitchen, training room, bathroom, facilities for laundry and a shower, space for three offices.
- The space would be able to house a separate bunk room.
- The property must be located within five (5) miles from the Town Offices, 7 Main Street, Hubbardston, MA 01452.

3. Comparative Evaluation Criteria:

Landowners and real estate brokers may submit information about a parcel(s) of land that may be suitable for the Town's purpose in the Non-Price Proposal Envelop.

Proposals should identify the property, either by street address or by Assessors Map and Lot numbers and list if the property meets the Town's preferences below.

Each proposer will be evaluated according the following scale:

- Highly Advantageous
- Does Not Meet Minimum Requirements

The proposal must include:

2. The frontage of the property on a public way.

- Highly Advantageous: The proposer has frontage on a town-owned public way, and the frontage does not include an intersection.
- Does Not Meet Minimum Requirements: The proposer has no access to a public way, or the frontage includes an intersection.

3. Distance from Center of Town:

- Highly Advantageous: The proposer offers property for lease that is less than three (3) miles distant from the intersection of Routes 68 and 62.
- Does Not Meet Minimum Requirements: The proposer offers land for lease that is greater than three (3) miles distant from the intersection of Routes 68 and 62, or is situated outside of the Town of Hubbardston in any case.

4. Characteristics of the Property:

- Highly Advantageous: The proposer's space is clear of all buildings, contaminants, hills, swales and all other physical, legal, or contractual restrictions that may affect future use, including wetlands, APR, or other such restrictions.
- Does Not Meet Minimum Requirements: The proposer's land contains contaminants and/or legal, physical, or contractual restrictions that may affect future use, or buildings, hills, or swales that may affect future use.

4. Layout of Rental Space:

- Highly Advantageous: The space must have two bays for ambulance services, and the space

includes a kitchen, training room, bathroom, facilities for laundry and a shower, space for three offices, and room for a separate bunk bed.

- Does Not Meet Minimum Requirements: The space has fewer than two bays, or the space does not include a kitchen, training room, bathroom, facilities for laundry and a shower, space for three offices, and room for a separate bunk bed.

5 Length of Lease:

- Highly Advantageous: The proposer's lease proposal is for at least three years duration.
- Does Not Meet Minimum Requirements: The proposer's lease proposal is 2 years or less.

Rule for Award

The contract will be awarded to the responsible and responsive vendor submitting the most advantageous proposal taking into consideration all evaluation criteria as well as price.

8. RFP Check List

- Certificate of Non-Collusion.
- Certificate as to Payment of Taxes.
- Certificate of Corporate Vote (if applicable).
- Non-Price Proposal in sealed envelope marked, "REAL ESTATE NON-PRICE PROPOSAL". Two (2) copies.
- Price proposal in sealed envelope marked, "REAL ESTATE PRICE PROPOSAL". Two (2) copies.
- Signature(s).

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid or bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Signature of person signing bid or bid)

(Name of Business)

CERTIFICATION AS TO PAYMENT OF STATE TAXES

Pursuant to Section 49A(b) of Chapter 62C of the Massachusetts General Laws, the undersigned contractor does hereby certify, under pains and penalties of perjury, that it has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

NAME OF CONTRACTOR: _____

By: _____, duly authorized.
(Signature of Authorized Representative)

Title: _____

Date: _____

CERTIFICATE OF VOTE
(Corporations Only)

At a duly authorized meeting of the Board of Directors of the

_____ held on _____ it was VOTED that
(Name of Corporation) (Date)

(Name)

(Officer)

of this company, be and hereby is authorized to execute contracts and bonds in the name and on behalf of said company, and affix its corporate seal hereto; and such execution of any contract or obligation in this company's name on its behalf by such officer under seal of the company, shall be valid and binding upon this company.

I hereby certify that I am the clerk of the above-named corporation and that _____ is the duly elected officer as above of said company, and that the above vote has not been amended or rescinded and remains in full force and effect as the date of this contract.

Date

(Clerk)

Corporate
Seal

NOTICE
TOWN OF HUBBARDSTON
REQUEST FOR PROPOSALS
REAL ESTATE
REQUEST FOR PROPOSALS TO
LEASE REAL ESTATE

The Select Board of the Town of Hubbardston seeks price proposals from landowners and/or real estate brokers who have property in the Town of Hubbardston, Massachusetts available for lease. The Town of Hubbardston is interested in leasing property for the Fire Department equipment and operations. Requests for Proposals may be obtained from the Select Board Office, 7 Main Street, Hubbardston, MA 01452, Monday through Thursday, 9 am to 4 pm.

Deadline for submittal of proposals is June 10, 2021 at 2:00 p.m. and delivered to: Select Board, Town of Hubbardston, 7 Main Street, Hubbardston, MA 01452.

<i>Post:</i>	<i>April 28, 2021</i>
<i>Worcester Telegram:</i>	<i>May 26 and June 2, 2021</i>
<i>Central Register</i>	<i>May 5, 2021</i>
<i>Website:</i>	<i>April 28, 2021</i>

TOWN OF HUBBARDSTON

REAL ESTATE LEASE

PRICE PROPOSAL SHEET

Monthly rate for premises (July 1, 2021 through June 30 2022): _____

Monthly rate for premises (July 1, 2022 through June 30, 2023): _____

Monthly rate for premises (July 1, 2023 through June 30, 2024): _____

Comments: _____

Company Name _____

Address _____

Contact Person (Print) _____

Contact Person (Signature) _____

Telephone/Fax _____

Email address _____

Date _____